

# Memo--- Office Policy ----

From: Larry Roe, Clerk and Master

Date: October 30, 2014

## RE: INSPECTION OF AND REQUEST FOR RECORDS.

\*\*\*\*Effective Immediately\*\*\*\*

1: Pursuant to *T.C.A. §8-21-401; 10-7-503, et seq.* the Office of the Clerk and Master will charge \$ .50 per page for all copy requests, unless otherwise waived by this policy or the Clerk and Master.

2: Record request and inspection: any Tennessee resident shall be permitted to request and inspect any available record upon providing proof of identity. A resident must produce a photo ID with address to receive or request any record(s). If the records are not available immediately or within one half hour of the request, the records will be made available within a reasonable amount of time after the request is received.

3: All records must be inspected in the Office of the Clerk and Master, Monday through Friday from 8:00 a.m. until 4:00 p.m. All records will be inspected at the front counter of the office and no files will be permitted to be removed from the office or inspected in a private room. Further, no outside electronic devices, i.e. computer, scanner, I phone, I pad, camera or other electronic device capable of imaging any record will be permitted during the inspection time period. Due to court docket and Motion days any lengthy record and /or copy request(s) or request(s) to review more than 5 files at a time, shall be permitted on Tuesdays and Thursdays from 8:00 a.m. until 4:00 p.m. A limit of 5 records, i.e. 5 case files to be inspected at a time will be imposed in order to secure the integrity of the files and allow for proper attention by a staff member.

2: **Waiver of copy fee request:** Any governmental agency, Federal, State or Local, including local County offices, shall not be required to pay for a copy fee request if the copies are for official business of that particular agency. Any copy fee request of a media outlet, i.e. newspaper or television network, if under \$20.00, shall be waived. If the copy request for a media outlet exceeds \$20.00, then the media outlet shall pay the total cost of any said request. The Clerk and Master has the discretion to review and waive copy fees and to alter this policy from time to time as conditions dictate.